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27 January 1949

MEMORANDUM

TO: Budget Officer
FROM: Chief, CFB
SUBJECT: TRAINEE POOL - OVERSEAS EMPLOYEES

CONFIDENTIAL

1. Formal approval and amendment of the T/O of the Confidential Funds Branch, Budget Office, is requested to provide for the establishment of an "Overseas Trainee Pool" at Washington, D. C.

2. Initially, a pool of 5 trainees is believed essential at variable grades ranging from CAF-4 thru CAF-12. Fixed grades are believed impractical. Actual grade of employment must be determined by the qualifications and ability of the candidate and the requirements of the contemplated overseas assignments (if known).

3. A pool such as this is believed mandatory to the establishment of an adequate replacement and rotation system for the following reasons:

a. The technical requirements of our work involve a highly specialized knowledge of governmental regulations and procedures modified by requirements unique with this organization. The period of training conducted within the Confidential Funds Branch must also be supplemented by various amounts of general intelligence training. Accordingly, the minimum period of training is estimated at 6 months - a fact which precludes short order replacement in the event of emergency or unanticipated requirements.

b. The relative paucity of overseas finance officers and the wide range of required skills, experiences and language preclude indiscriminate reassignment between field posts. To illustrate: Certain posts are important from the point of view of size, scope and complexity of local operations, other posts are vital from the point of view of foreign exchange operations. Any degree of variation may be present and a CAF-13 may be assigned to a very small but important post and a CAF-7 to a large routine post.

Document No. 27
No Change In Class. ☐
☐ Declassified
Class. Changed To: TS S G
Auth: HR 70
Date: 5-24-78 By: 35

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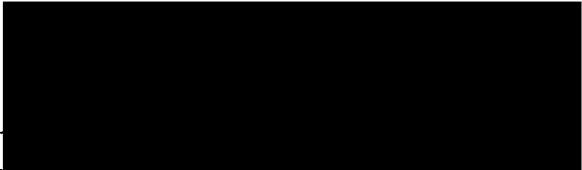
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c. Anticipated OPC requirements of 4 overseas finance officers within a year necessitate immediate recruitment and processing action as experience has shown that 6 to 9 months are normally required to enter an employee on duty.

d. Replacements are required during the next 6 months at currently occupied positions at 3 major posts. Replacements have either been employed or are in process. The employees being replaced will not be available for reassignment as one of them is only on temporary loan for finance work, one is pregnant, and the third is married to an OSO employee, and in accordance with policy will not be eligible for reassignment.

4. Attention is called to the important fact that the major portion of the training work is accomplished by on-the-job training in the Confidential Funds Branch. Trainees will accordingly make a major contribution to our presently overburdened staff; resulting in minimum training cost to the Government.


Chief, Confidential Funds Branch

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REMARKS:

Concur in the establishment of 5 unvouchered trainee positions as requested by Chief, Confidential Funds Branch.

E. R. S.

Approved. Payment to be made from funds of OSO or OPC based on contemplated assignment upon completion of training. L.T.S. (initialed)

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